



MERIT PROMOTION JOB OPPORTUNITY

www.gpo.gov

Announcement Number: 06-309
Position Title: Executive Assistant
Series and Grade: PG-0301-11
Salary Range: \$54,272 - \$70,558 PA
Promotion Potential: None
Opening Date: 01/17/06
Closing Date: 01/30/06
Location of Position: Finance and Administration
Office of the Chief Financial Officer
Washington DC
Number of Openings: One (1)
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

As the Executive Assistant to the Chief Financial Officer (CFO), the incumbent has direct responsibility for carrying out the administrative management and technical duties in connection with the office of the CFO, Office of the Comptroller and Office of Budget. Provides oversight and guidance of policies and procedures to all Staff Assistants and equivalent position within the department. Duties consist of a wide range of complex and confidential administrative, operational, and governance tasks which necessitates exposure to, and handling of, sensitive information and the administration of personnel policies and procedures. Coordinates and directs administrative support functions while providing executive assistance to the CFO. Maintains master calendar of events and daily log of activities to arrange meetings, appointments, travel schedules, and details related to special events. Follow general office procedures and implements policies and procedures for production of documents, workflow, filing, ordering of supplies, and records maintenance. Interprets and applies administrative procedures and takes initiative to make timely and informed decisions. Recommends changes to ensure effective and efficient operation. Receives and answers questions of a routine and non-technical nature based upon knowledge of the functions and operations of the office. Determines which calls or visitors to the office should be referred to another staff member, handled personally, or referred to the CFO, Comptroller or, Budget Officer. Maintains control records of incoming correspondence and actions, and prepares status reports, assigns incoming correspondence to proper area, and reviews all outgoing correspondence for procedural and grammatical accuracy, factual correctness, and conformance to the general policies of the office. Gathers, assembles, and analyzes information and data from a wide variety of sources in response to the initiatives of the CFO and prepares related reports. Sets up, handles, and maintains sensitive files. Coordinates all travel arrangements for the CFO, Comptroller and Budget Officer.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the

position. Applicants must possess 3 years of demonstrated experience in an Executive Assistant capacity. All qualification and time-in-grade requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Knowledge of administrative regulations and operating procedures in order to in apply fact-finding and investigative techniques to gather clear-cut factual evidence of administrative waste and abuse.
2. Skill in using a computer to prepare correspondence, reports, and process work in Microsoft Word, Outlook, Excel, Access, and PowerPoint. (Although a qualified typist is not required, the incumbent must be an accomplished user and technically skilled in these software programs).
3. Skill in communicating clearly, tactfully, and persuasively, both orally and in writing, in a diverse environment with various levels of people.
4. Ability to plan, schedule, and maintain an accurate calendar of meetings, appointments, and events in a fast-paced environment with changing priorities.
5. Ability to meet and protect all deadlines and matters of confidentiality.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

Step 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Human Capital Department
Tyrea M. Mitchell
Phone: (202) 512-1124
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.